

McMillan Bird

Word 2003– Workshop 2 (Intermediate)

Duration: 1 day

Course Aim:

The aim of this workshop is to increase the attendee's knowledge of Word 2003 and learn tips and tricks to make formatting quicker. This course is designed to fill in the gaps so that a document is easily formatted correctly and is attractive in appearance.

This course is ideal for users that are self taught and wish to up skill their current skills in Word.

Learning Outcomes

At the completion of this course participants will be able to:

- Save time by using Word's shortcut keys
- Quickly format characters and paragraphs
- Copy font and paragraph formatting
- Indent multi level paragraphs
- Control and update the numbering of multi level paragraphs
- Control spacing between numbered paragraphs and keep text together
- Insert page breaks and page numbers
- Add headers and footers
- Control layouts by using tables
- Format text into newspaper columns
- Create AutoText for standard paragraphs and graphics
- Insert and control pictures and graphics
- Draw diagrams and format text boxes
- Perform a mail merge
- Create labels

Training